

## Department of Interior Design Internship Work Contract

BFA Internship Coordinator

Emily Smith

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MFA Internship Coordinator

Kristin Carleton

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Internship Term: Year \_\_\_\_\_  Summer  Fall  Spring

### Student Information

Name		VCU ID #	
Email	Home Phone	Cell Phone	

### Host Firm Information

Name		Type of Business:		
Web site		Firm Email		
Address				
City	State	Zip	Phone	Fax

Does the host firm have general liability insurance and property insurance?  Yes  No

Supervisor Name	Email
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### Work Terms

BFA students must complete 120 work hours; MFA students must complete 180 work hours.

Start Date:	End Date:	Weekly Schedule:
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<p><b>Student Learning Objectives:</b></p> <p><b>General Office Procedures:</b> written and verbal communications, preparing purchase and work orders, addenda/bulletin prep</p> <p><b>Materials Library:</b> filing catalogs and samples, updating price lists, locating product/service resources, interacting with vendors and reps</p> <p><b>Programming:</b> research, site measurement, code review</p> <p><b>Design Development:</b> furniture/finish Specs, space planning</p> <p><b>Budget Development:</b> estimating, pricing, bid analysis</p> <p><b>Drafting/CAD:</b> plans, sections, elevations, RCPs, construction documents, scheduling</p> <p><b>Presentation:</b> model making, perspectives, renderings, samples/materials boards, client conferences</p> <p><b>Shadowing/observing Professionals:</b> employee/client interactions, the decision making process, teamwork and coordination between disciplines, the submittal process, construction and/or installation</p>	<p><b>Describe Internship Duties:</b></p>
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### Roles and Responsibilities:

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#### Host Firm:

- Provide the intern with a suitable work area and appropriate conditions for the student to perform all stated duties and responsibilities.
- Assign an experienced professional as supervisor to oversee and evaluate the intern.
- Retain the student for the agreed period, as long as the intern performs satisfactorily.
- Discuss safety and security procedures of the firm.
- If appropriate, verify coverage of the student under the host firm's liability insurance.
- Provide worker's compensation for the intern in case of on the job injury.

#### Intern:

- Abide by the regulations of the host firm.
- Abide by all policies and guidelines as established in the syllabus and on blackboard.
- Register for IDES 493 (BFA) or IDES 693 (MFA).
- Complete all course requirements.
- Finish internship hours within the semester.
- Deliver all required forms.
- Communicate deadlines and due dates to the supervisor.
- Complete on time all academic assignments, daily internship journal, and student evaluation.
- Submit all evaluation forms (student and supervisor) by the last week of the semester.

#### Supervisor:

- Sign the Internship Work Contract at least one week prior to the start of the internship.
- Provide challenging work tasks which help students to achieve their goals.
- Meet with the intern regularly to evaluate performance and measure progress.
- Complete a final evaluation. Submit by mail, email or onto blackboard by the last day of the semester.

#### Internship Coordinator:

- Meet with each intern to review professional documents.
- Approve internship placement.
- Send internship placement forms to host firm.
- Correspond with intern, supervisor and host firm.
- Mediate unresolved difficulties between supervisors and interns.
- Evaluate academic work and assign a course grade.

### Required Signatures

Student:	Date:
Supervisor:	Date:
Internship Coordinator:	Date: